

**Notice No.:** 01-008  
**Date:** August 31, 2001  
**Applies to:** All Education Employers  
**Subject:** Members' Annual Statements and Sequencing Information

### **Members' annual statements coming in November**

In early November, the Department of Retirement Systems (DRS) will provide you with annual statements for active members of the Teachers' Retirement System (TRS), Public Employees' Retirement System (PERS)—educational members only—and School Employees' Retirement System (SERS). The annual statements incorporate the members' individual account information with details about the system and plan, and how a benefit is calculated at retirement. As in previous years, we appreciate your help in distributing the statements to your employees.

The following account information appears on the annual statement:

- Service credit information for 2000–01.
- Total service credit.
- The TRS Plan 1 members' retirement contributions posted by DRS from July 1, 2000, through June 30, 2001, (this generally corresponds to contributions for the transmittal reporting periods from June 2000 through May 2001) and the total contributions and accumulated interest in the members' account.
- The PERS Plan 1 and SERS/TRS Plan 2 members' retirement contributions posted by DRS from September 1, 2000 through August 31, 2001 (this generally corresponds to contributions for the transmittal reporting periods from August 2000 through July 2001) and the total contributions and accumulated interest in the members' account.
- Plan 3 members will receive service credit information only. The Plan 3 members' retirement contribution information is reported to them quarterly by ICMA Retirement Corporation.

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## How to determine sequencing

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last name.

**Note:** If you furnished us with your sequencing control number last year, the same number will be used again this year unless you provide us with a new number.

**To add or update** the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the multiple record automated reporting layout, you may enter your sequencing information on the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to Chapter 8 of the *DRS Employer Handbook* for instructions. All updates of sequencing information processed by **October 26, 2001** will be used.
- **Diskette:** Please prepare a 3.5" diskette according to the specifications in Chapter 8.
- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the specifications in Chapter 8.

If you use a diskette or tape, please forward the attached request form to your information services staff or service bureau to assist them in creating the diskette or tape. The request form and the magnetic tape or diskette must reach DRS by **October 5, 2001**.

## Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services (ESS) at (360) 664-7200 or call our toll-free line at 1-800-547-6657. If you have not received the statements by November 30, 2001, you should also contact ESS. A member who has not received a statement should contact DRS Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at: [www.wa.gov/DRS/employer](http://www.wa.gov/DRS/employer).

Dave Nelsen  
Employer Support Services Manager

**REQUEST TO HAVE MEMBERS' ANNUAL STATEMENTS RUN IN EMPLOYEE  
CONTROL NUMBER SEQUENCE**

*You must provide all the information requested before DRS can process your request.*

**Employer Reporting Group Number:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Telephone No.:** (\_\_\_\_\_)\_\_\_\_--\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

To run member statements in employee control number sequence, the tape or diskette must meet the specifications described on the attached specification sheet and must reach DRS by **October 5, 2001.**

- ( ) Tape information:  
Tape ID Number \_\_\_\_\_  
\_\_\_\_\_ 1600 BPI or \_\_\_\_\_ 6250 BPI  
\_\_\_\_\_ Labeled or \_\_\_\_\_ Non-labeled
- ( ) Diskette

Mail this form and the tape or diskette by **October 1, 2001**, to the following address:

ATTN: Employer Support Services  
State of Washington  
Department of Retirement Systems  
P.O. Box 48380  
Olympia, WA 98504-8380